

## *Notices*

**Guide to the University of Illinois Archives.** MAYNARD BRICHFORD and WILLIAM J. MAHER, eds. Urbana: University of Illinois, 1986.

This 1,265-page institutional guide provides access by provenance and subject to 11,685 cubic feet of records held by the University of Illinois Archives. The classification guide lists all of the record groups and provides 337 pages of administrative histories of university departments and offices arranged in numerical order according to provenance. This section also includes a 14-page alphabetical index to record groups, subgroups, and offices. The 584-page record series description lists all of the processed records by office of origin and includes information on volume, inclusive dates, and type of records with subject descriptions assigned to each series. The 328-page subject index is an alphabetical listing linked to the 4,000 subject descriptors provided at the record series level.

This publication manages to avoid two shortcomings frequently associated with guides. One of the main problems with producing a guide is that it is usually out of date as soon as it is published. The guide's microfiche format has a number of advantages over the traditional paper format. Microfiche is not only less expensive to publish and distribute but, more importantly, it can be easily updated. Another common problem with guides is that they often organize their entries alphabetically by title of the record group and do not include indexes. While both the classification section and the record series description of this guide are arranged by provenance, the extensive index also provides access by subject. The University of Illinois Archives guide is an excellent model for those institutions contemplating publishing a guide to their holdings.

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**Ramsay Traquair and His Successors: A Guide to the Archive.** IRENA MURRAY, General Editor. Montreal: McGill University, 1987. 2 vol., 582 p., illus. ISBN 0-7717-0170-5. \$27.00.

This work is a guide to the Ramsay Traquair Archive of the Canadian Architecture Collection at McGill University. It was prepared by a team of librarians, architects, and architectural historians as a comprehensive, annotated guide and finding aid to this important archive.